Sponsored Project Master Data

Each Project in SAP contains information known as master data. Master data are fields of data that define the Project (known as project definition), such as who is responsible for the Project (Principal Investigator) at Duke or who is the applicant (Sponsor). Projects also have customer defined fields that Duke can use for additional information about the Project. Customer defined fields include fields that indicate if a project has an award or not as outlined below.

Projects with Award amounts begin with the numbering scheme of 20x – 28x, except for 26x AND 30x – 38x, except for 36x.

Projects without Award amounts (non-awards), which are dependent on revenue collected to date, begin with the numbering scheme of 26x, 29x, 36x, and 39x (with some 24x, 28x, 34x, and 38x exceptions). Some projects in the 39x range are clinical trials and may have an award amount.

All of this information can be helpful in reporting. Reports are available for master data (no dollar amounts), such as a list of all projects by responsible person. The master data can also be used to select data for some financial reports and is included as data on most reports.

This section covers:

Project Definition – focusing on the master data in the customer defined fields for Sponsored Projects.

Cost Element Groups – displaying groupings of cost elements (G/L accounts) that can be used on financial reports. Cost element groups determine what revenue and expense amounts are included on a report and how the amounts are grouped and subtotaled on a report.

Project Info System: Project Definition Master Data Report - displaying a list of Projects by different selections like Responsible Person (Principal Investigator) or Organizational Unit (BFR code).

Project Master Data Information Sheet - displaying a more printer friendly report for the master data in the customer defined fields of the Project Definition.
Display Project & Customer Fields (CJ03)

Via User Menu: Financials → Financial Master Data → Project/Work Breakdown Structure

Overview of the transaction:

- This transaction is used to display the master data in SAP for a Project / WBS Element, including the Customer Fields which are master data elements unique to Duke sponsored projects.
- Examples of master data associated with a project are the Duke Unique Id and name of the Principal Investigator, the Sponsor, the BFR Code associated with the project, the award amount if applicable, and who is involved in management of the project.
- Many of the master data fields may be used to select criteria and generate reports. In addition, the master data may be included as data in the reports.
- The fields are updated through Treasury Billing Services (TBS) in conjunction with Accounting Systems Administration (ASA) and the Office of Sponsored Programs (OSP). Some fields are updated by Department Administrators and Grant Managers in the owning department.
- For a quick reference on navigating and updating key fields, go to: https://finance.duke.edu/resources/training/research/MasterDataCustomerFields.pdf

On the Display Project: Initial Screen:

1. Enter a seven digit number for the desired project in the Project Def. (Definition) field.
Display Project - Customer Fields (cont.)

Note: A number can be entered in the WBS element field (versus the Project def field) if the project is multi-leveled, to view information about one WBS element in a project and any levels below that WBS element. The matchcode search can also be performed for either field.

2. Click on the Proj. definition button (Shift+F1) to display the Display Project: Project Definition screen.

Note: While the WBS Element Overview button is also available and either button may be used at this point, the Project Definition button contains screens with Duke specific values that apply to the entire project. The WBS Element Overview button is good for multi-level projects.
Display Project - Customer Fields (cont.)

On the **Display Project: Project Definition** screen:

3. Review the seven digit cost object number in the Project Def. field and the long text description beside that field – specific formats apply based on the type of award, sponsor, etc.

4. Review the general data about the project on the **Basic data** tab as outlined in the next steps.
5. **System status** – the status of the entire project (seven digit Cost Object) per the list of active values below:

- **REL** = Project is fully released and active; open for revenue and expense postings.
- **CLSD** = Project is closed; no longer open for postings in SAP.
- If **CRTD** is displayed, there was an error when the project was set-up; please contact Treasury Billing Services to have this field corrected.

6. **User status** – the status of the award document (multiple values may be displayed) per the active values listed below:

*Note: For WBS Elements created before 12/02/08, if the award document was accepted (ACPT), the User Status field will remain blank.*

- **ACPT** = Accepted – the award document is fully accepted by the Sponsor.
- **ADV** = Advance – the WBS Element was requested by the department in advance of a fully executed Award, whether the pre-award spending is allowed and/or approved or not.
- **NCR** = Non-competitive Renewal - the WBS Element was created for Non-Competing Renewals typically 90 days prior to the new year of funding without communication from a pre-award office
- **PEND** = Pending Acceptance - means that the pre-award office requested the WBS Element and has a fully executed agreement, but are missing information needed to award the project in the Sponsored Projects System, known as SPS. Some examples of missing information include a conflict of interest form, a detailed budget, or the Principal Investigator has not completed Research Costing Compliance training.
Display Project - Customer Fields (cont.)

7. **Person Respons.** – the Duke Unique ID (DUID) and name of the primary person responsible for the entire project (Principal Investigator / PI # 1).

8. **Applicant no.** – the number assigned to the Sponsor of the project and the corresponding name (includes branches of government sponsor), if applicable.

9. **Start and Finish dates** – either the actual begin and end dates for the Project/WBS Element OR the Budget Start and End dates which signify the start and end date of the current budget period (the budget period is the interval of time into which a project period is divided for budgetary and funding purposes, such as for R01 5 year grants that get a new code every year).

10. **Company code** – the company code to which the project belongs at Duke.

11. **Plant** – the plant code for purchases related to the project.

12. To view when the project was created or last changed, click on the **Administration** tab

   *Note: The other tabs do not contain data that is as important to most users.*
To display the customer specific fields from the Display Project: Project Definition screen:

13. Follow the menu path: Details → Project definition customer fields (only available from Display Project: Project Definition).
On the resulting screen, review the fields as defined in each section of the screen and corresponding individual steps outlined below by those sections – maximize your screen and scroll down to view all fields.

1. **Project Definition** – the seven digit cost object for this Project. Specific formats apply based on the type of award, sponsor, etc. Please note this field is not editable.

2. **Parent** – when more than one WBS Element is issued for a single project, one WBSE is designated as the seven digit “parent” number. The owning Budget and Financial Responsibility (BFR) code for this parent cost object is responsible for overall financial oversight. If the parent WBSE is incorrect or if a WBSE needs to be linked or unlinked from a parent, a request should be sent to Treasury Billing Services (TBS).

3. **Project Period Dates (Begin and End)** – the actual begin and end dates for the competing segment of the Project/WBS Element (the life of the project which may be different than Start and Finish / Budget dates). The competitive segment may consist of multiple budget periods which can be found in the Total Budget Periods and Budget Period Dates section outlined in the next pages of this section. TBS is the contact for any changes to the dates.
Display Project - Customer Fields (cont.)

4. **Issue Date** – the date that the award is issued to Duke and is populated only for direct federal awards and those with federal flow through funds.

5. **Dept. Administrator** – the Duke Unique ID and name of the departmental contact for the sponsored project and automatically assigned based on the departmental BFR Code/Org. Unit. The Department Administrator updates some master data like the Grant Manager fields, and is not involved in any workflow. This field is updated by Accounting Systems Administration (ASA) at the BFR Code level and is not associated with any approval workflow for transactions.

6. **SPS Number** – the Sponsored Projects System number assigned to proposals and awarded Sponsored Projects. This field is populated if the project is externally sponsored or funded.

7. **PreAward Office** – the Office responsible for a particular sponsored or restricted project as outlined below:
   (Use the **Drop-down** button in the field to see values and descriptions while on the screen.)
   - **ORA** – Office of Research Administration (SOM)
   - **ORS** – Office of Research Support (Campus)
   - **FRP-SOM** – Financial Resource Planning for SOM
   - **END** – Endowment Office
   - **DCR** – Duke Office of Clinical research and supports areas with Clinical Research
   - **CRC** - Office of Corporate Research Collaboration and supports School of Medicine and School of Nursing research and educational efforts regarding agreements with external industry, non-profit.foundation, and government entities for clinical and non-clinical research and educational programs
Display Project - Customer Fields (cont.)

8. **Grant Manager 1** – the Duke Unique ID and name of the responsible financial person in support of the Principal Investigator (PI) for all financial aspects of grant oversight. Oversight includes monitoring allowability, allocability, and reasonableness of all expenditures charged to a grant, effort management (commitments, overcommitments, etc.), and budget management (budget categories, overspending, projections, etc.). The Grant Manager 1 is associated with workflow of transactions and is updated by the Departmental Administrator.

9. **Contract ID** – an identifier specific to contracts; not used for grants. If displayed, the field links all awarded task orders that are issued separate parent WBS Elements and allows departments to use the Contract ID to search and run reports for all WBS Elements associated with a contract where they are not able to use the Parent code.

10. **Person Responsible (PI # 2)** – the Duke Unique ID and name of the person with scientific oversight of the project in addition to the Principal Investigator (PI). In some cases, the field contains the person serving as the Co-Principal Investigator per the award document. In other cases, it will identify the Project or Core PI for program projects. This field is updated through TBS.

11. **CC Backstop** – the seven digit Cost Center to be used as the funding source if the WBSE project has a cost overrun. Late activity that is transferred off of the WBSE will be moved to this cost object as well. If the field is blank, then refer to the WBS Backstop field (only one Cost Center or one WBS Element entry is allowed as a backstop – see next field). This field is maintained by the Grant Manager 1 or 2, or the Department Administrator for the WBS Element (WBSE).
12. **WBS Backstop** - the seven digit WBS Element (WBSE) to be used as the funding source if the WBSE project has a cost overrun. Late activity that is transferred off of the WBSE will be moved to this cost object as well. There are restrictions on the type of WBSE allowed as the backstop – typically the 291xxxx and 391xxxx are the only WBSEs allowed. If the field is blank, then refer to the CC Backstop field (only one Cost Center or one WBS Element entry is allowed as a backstop – see previous field). This field is maintained by the Grant Manager 1 or 2, or the Department Administrator for the WBS Element (WBSE).

13. **Dept. Project Name** – an *optional* text input field for the department to assign a meaningful project name for the Principal Investigators and project staff (maintained by the Grant Managers or Departmental Administrator).

14. **OSP Liaison** – the Duke Unique ID and name of the person in the Office of Sponsored Programs serving as the liaison to the department for the WBS Element.

15. **PO Number** – the Sponsor’s Purchase Order number as a reference to be included on invoices sent to the Sponsor, if applicable (most Sponsors do not require a PO number).
16. **Fund Code - Long Text** – the description of the project obtained from the award document (may contain the federal grant number).

17. **Subrecipient Number** – if applicable, the number and name of the organization to which Duke has awarded a subcontract – this information is linked to the Applicant Table.

18. **CFDA Number** – the Catalog of Federal Domestic Assistance number assigned by Federal Sponsors, if applicable.

19. **DUNS#** - the Data Universal Numbering System (DUNS) number is a unique numeric identifier assigned to each business entity, including higher education institutions, and a reporting value used by OSP.

20. **Federal Prime Grant Number** – the sponsor’s unique identifier for federally sponsored projects, including Federal flow through projects.

21. **Federal Prime Sponsors Name** – the Federal Sponsor’s name for federally sponsored projects, including Federal flow through projects.
22. **Letter of Credit Attribute** – an indicator to identify the ability to draw down revenue funds from the Sponsor’s payment system as allowed by the Sponsor.

- Values starting with a **Y** indicate the WBSE is on letter of credit draw and may draw down funds from a Sponsor’s payment system.
  - **YG** means funds are drawn down into a “pooled account”
  - **YP** means the funds are drawn down into “sub-accounts”.
  - **YO** means LOC “other” and is used for NSF and other non-DHHS federal agency LOCs as provided in Notice of Award (NoA).

- Values starting with an **N** indicated the WBSE is not paid by letter of credit (NO), or has a letter of credit with limitations on the ability to draw down funds (N1 – N5).
  - **N0** means letter of credit and draw down of funds in not allowed
  - **N1** means the award will be paid via LOC, but is in Pre-Award stage for PEND, NCR, or ADV statuses per the User Status field on the previous screen.
  - **N2 – N5** concerns the Financial Conflict of Interest (FCOI) form.

- The values are helpful when completing the Closeout Tasklist. If the LOC attribute starts with a Y or an N value other than N0, then the revenue section can be marked with NA for not applicable.

- For more information on a specific code, contact your OSP Liaison.

23. **LOC Key** – a federally assigned number and used by central administration as a reporting value.
Display Project - Customer Fields (cont.)

24. **Prev. Pooled** – a value updated by Era Document Management to indicate if the project was previously LOC – Pooled and has been transferred to LOC – Subaccount for reporting purposes within a competitive segment of the project per the Federal Sponsor (blank = No; Y = Yes). This is used for tracking purposes by central administration.

25. **BFR Code** – the 10 digit organizational code (also known in SAP as Org. Unit for financial reporting) which identifies the division or department responsible for financial oversight. Requests to update this field on externally sponsored awards require management center approval and are initiated through Treasury Billing Services. For non-award discretionary WBS Elements, requests to update this field are initiated through Accounting Systems Administration.

26. **Rebudget Class** – a CAS policy related code that allows users to differentiate between sponsor required and restricted sub-codes, including internal and external sub-codes. The Rebudget Class determines if we can aggregate dollars across certain sub-codes to meet the CAS $500 minimum requirement.

- **I = Internal** – created for convenience and not as a requirement. The $500 minimum can be met across all codes denoted as Internal codes (I). When Grant Managers submit a rebudget form through Duke@Work, then the pre-award office at Duke can approve the rebudget.
- **S = Sponsor required** – Indicates a Sponsor required budget with restricted sub-codes where no aggregate of dollars across sub-codes is allowed (e.g., Diversity supplement on a federal grant). Also rebudgets need to be approved by the Sponsor, rather than by Duke.
- **R = Subcontract** - Identifies sub-recipient agreements and also sponsor required. Sponsor sub-codes and sub-recipient codes are created in order to maintain separate accounting based on sponsor requirements and monitoring.

27. **Billing Section** = the OSP billing section responsible for the Sponsored Project (if Expedited field = N).
Display Project - Customer Fields (cont.)

28. **Expedited** fields = an indicator of which central office is responsible for invoicing and financial reporting, per the guidelines below:

- The owning department is responsible for invoicing required on WBS Elements in the 29x and 39x range.

- Of the centrally billed awards, the majority will have a **Y** in the Expedited field, which indicates Treasury Billing Services is responsible for routine non-final invoicing.

- A value of **N** in this field indicates that the assigned billing section (see previous field) in the Office of Sponsored Programs is responsible for the invoicing.

- The Office of Sponsored Programs is responsible for the final invoice and closeout, as well as all financial reporting on all centrally billed awards, even those with a **Y** in the Expedited field.
29. **Plan** – *(Y or N)* a **Yes or No** indicator to identify if the Sponsored Project has a plan to be distributed to budget categories.

30. **Total Award** – the total amount awarded by the sponsor; includes both Direct and F&A (Indirect) costs.

31. **Funding Basis** – an indicator of the invoicing method for how the Sponsor payments are collected and whether a project is funded based on cost reimbursement or fixed price. Cost reimbursement means unspent funds are returned to the Sponsor. Fixed price means unspent funds may be retained by Duke. The values for this field are as follows:

**Cost Reimbursement Funding Basis**

- **CRE** – **Cost Reimbursable as Expended**: Invoices are issued as costs are incurred based on the frequency specified in the agreement.

- **CRS** – **Cost Reimbursable as Scheduled**: The agreement includes a payment schedule with specific dates and amounts due.

- **CRT** – **Cost Reimbursable as Triggered**: Payments are due and invoicing occurs when a milestone, deliverable, or capitation threshold has been met or completed. No specific dates are provided for when the items are due; therefore the submission of the deliverable, meeting of the milestone, or patient visit ‘triggers’ the payment. **Progress reports and financial reports are not considered a deliverable**; if these are the only things required for payment then it should be categorized as CRS.
Fixed Price Funding Basis

- **FP – Fixed Price:** The agreement includes a payment schedule with specific dates and amounts due. Payment is not dependent upon receipt of deliverables or enrollment of patients.

- **CAP – Capitation:** The agreement specifies an amount to be paid per patient enrolled or procedure performed.

- **DT – Deliverable/Tasks:** The agreement specifies an amount due per deliverable, milestone, or task, and invoices are issued as these are completed or met. **Progress reports and financial reports are not considered a deliverable;** if these are the only things required for payment then it should be categorized as FP.

32. **Capit / Deliv Max Amt** = an amount to indicate the maximum threshold for an award based on capitation or deliverables.

33. **Carryforward Allowed** – (Y or N) a Yes or No indicator to identify if yes, the sponsor allows carry forward of unexpended funds from one budget period to the next budget period without prior sponsor approval. An N value indicates that carryforward is not allowed unless prior written approval from the sponsor is obtained.

34. **Contract** – (Y or N) a Yes or No indicator that applies only to federally funded projects that reference FAR clauses, federally funded Purchase Orders, IPA Agreements, and nonfederal awards (Federal Prime) that reference FAR clauses.

35. **SBSP** – indicates if a Small Business Subcontracting Plan is involved with this award or not, and is applicable to contracts as required by the sponsor.

36. **Program Income** – (Y or N) a Yes or No indicator to identify if gross income is to be earned on the Sponsored Project. Program income is money earned by a grant recipient from activities which are supported by the direct costs of an award.
Display Project - Customer Fields (cont.)

37. **Inv Req** = an indicator as to whether Duke is required to invest unspent funds during the life of the award.

38. **ARRA** – (Y or N) a **Yes** or **No** indicator to identify if the project is funded by stimulus money via the American Recovery and Reinvestment Act (ARRA) and requires special reporting.

39. **Foreign Currency** – an indicator to denote when a sponsor is invoiced and pays in a foreign currency.

40. **AR Email 1, 2, 3 fields** = email address for use in the Accounts Receivable process.
41. **Calculate F & A** – *(Y or N)* a *Yes* or *No* indicator to identify if F & A (Indirect) costs will be calculated for the Sponsored Project. Sometimes the value of N may be used for other purposes. OSP may update the field to N once the final report has been submitted when closing a WBS Element to prevent any additional F & A from posting as late activity. In addition, the F & A value may be Y but the allowable percentage is 0. So use the related F & A fields together to determine if F & A is calculated.

42. **Approp Code** – the appropriation code used in the F & A Appropriation and determined by the BFR assigned to the award and whether the sponsor is a Government or Non-Government agency.

43. **Dist Code** – the recovery distribution code used in the F&A Appropriation.

44. **Theoretical F & A Cost Percentage** – indicates the DHHS negotiated F & A percentage rate in effect when the award was received (current rate is 59 = 59% for newer projects; older projects may have a lower rate based on the project).
45. **Allowable F & A %** - the award specific F & A rate obtained from the award documents and/or the approved budget (e.g. 59% = 59, 57% = 57 as in this example, 8.5% = 8.5). If the Allowable F&A % does not equal the Theoretical F&A Cost Percentage, then cost sharing applies for the difference. Cost sharing means that Duke calculates the F&A expense at the higher theoretical rate, but the Sponsor will only reimburse that project at the allowable rate. So Duke must share the cost of the difference in the two percentage rates. The Office of Sponsored Programs manages the posting of F&A cost sharing and no involvement is needed by the Grant Manager in calculating the cost share amounts.

46. **Theoretical Cost Element Group** – Group of Cost Elements used for calculating the Theoretical F & A Costs and may be used to run reports for analysis.

47. **Allowable CE Group** – Group of Cost Elements used for calculating the Allowable F & A Costs and may be used to run reports for analysis.

48. **Departmental Discretionary Fund 1** – identifies the departmental code for F&A allocation (ONLY populated when Recovery Cost Distribution Codes of 9, 10, 22, or 23 are used in the field above).

49. **Fund 1 Percentage** – identifies the percentage to be distributed to the departmental code for F&A allocation (ONLY populated if Departmental Fund 1 contains data).

50. **Departmental Discretionary Fund 2** – identifies the departmental code for F&A allocation, if applicable

51. **Fund 2 Percentage** – identifies the percentage to be distributed to the departmental code for F&A allocation (ONLY populated if Departmental Fund 1 contains data).
52. Scroll down to view more fields.

   Note: The FCTR section contains fields pertaining more to central offices and are not outlined here.

53. **Total Budget Periods** – the number of budget periods in the competitive segment of the WBSE along with a breakdown of the individual budget periods (to and from dates) used for the Faculty Projections and Reporting Tool. The math will be different for projections on award based projects versus those that are non-award, cash based projects.

54. **Payroll Reconciler** – the Duke Unique ID and name of the person designated to view payroll detail at the cost object level in order to reconcile payroll activity.

55. **Grant Manager 2** – the Duke Unique ID and name of the person designated as backup for the Grant Manager 1 assignment. The Grant Manager 2 is updated by Departmental Administrator and is associated with workflow of transactions.

56. **Travel Alt. Approver 1 and 2** fields- the Duke Unique ID and name of the person designated as the approver or backup approver for workflow of any online expense forms. These fields are updated by the Departmental Administrator.
57. **SRM Alt. Approver** – the Duke Unique ID and name of the person designated as the alternate approver specifically for **Buy@Duke orders** (instead of or in addition to the Grant Manager 1 field for approval of Buy@Duke orders).

58. **AP Check Request Approver 1 and 2** fields – the Duke Unique ID and name of the person designated to be the approver or backup approver for any online AP Check Requests. This field is updated by the Departmental Administrator.
Display Project - Customer Fields (cont.)

To view the WBS Element Overview (Display Project: WBS Element Overview screen):

1. Click on the WBS Element Overview button to display the Display Project: WBS Element Overview screen.

   Note: The WBS Element Overview button is available from the Display Project: Initial Screen or the other Project Definition screens:

2. Click on each tab to view the column field information available within that tab (good for multi-level projects like DCRI).
3. Click on the **Total** tab to display all column fields for all the tabs combined into one tab.

4. On the **Total** tab, use the **horizontal and vertical scroll bars** to view data, such as:
   - Scroll to the **User Status** column (now shown) which will be populated with a value like **FINL** on the first level WBS Element during the closeout process, after the Closeout Documents are submitted. Costs charged to the project should be stopped as of the project end date with very limited exceptions. The values for this field facilitate the management of late activity and closing of the WBS Element.
   - Scroll to the **Federal Funds** column (last column) and a check mark in this field indicates this Project / WBS Element has federal funds, which means fringe supplements will not be calculated.

5. On the **Display Project: WBS Element Overview** screen, use the **Project Definition** button to navigate back to the **Display Project: Project Definition** screen as needed.

**To exit the screen when ready:**

6. Click on the **Exit** button (**Shift+F3**) until the initial SAP screen is displayed.
Display a Cost Element Group (KAH3)

Via User Menu: Financials → Financial Master Data → Cost Element Group

Overview of transaction:
- Cost Element is another name for the six-digit G/L Account used to identify the types of amounts on the General Ledger and financial statements, such as revenue and expense.
- Cost element groups determine which G/L Account postings are included and how the amounts are grouped and subtotaled on reports. Examples include Undergraduate Tuition revenue or Supplies & Materials expense.

From the Display Cost Element Group screen:

1. Enter one of the values below in Cost element group field (groups below are specifically for Sponsored Project reports):

<table>
<thead>
<tr>
<th>Cost Element Group</th>
<th>Description</th>
</tr>
</thead>
</table>
| SPREVEXP           | A group containing both revenue and expense cost elements for Projects:  
|                    | • Recommended for Projects with Awards (generally for projects beginning with 20x – 28x, except for 26x AND 30x – 38x, except for 36x) to compare the Award (Plan) amount to the ITD Expenses and view the balance of a project / WBS Element, as well as to track the revenue posted when Sponsor invoices are generated against the ITD expenses being incurred.  
|                    | • Recommended for Projects without Awards (generally for projects beginning with 26x and 29x AND 36x and 39x, with some 24x or 28x AND 34x or 38x as exceptions) to compare revenue to expense for the balance on a report.  
|                    | • The group of SPAWEXP and SPREV are sub-groups within this group. |
| SPAWEXP            | A group containing only expense cost elements for Projects – better for Projects with Awards to exclude revenue on reports when desired. |
| SP_SUBRPT          | Recommended when selecting sub-codes established for subrecipients, this will align the report results (Plan & Expenses) with the categorical format of a subaward budget. |
| SPREVWGL           | A group containing expense cost elements for review that are considered reviewable according to the federal government and Office of Sponsored Programs. Examples are administrative salary, telephone, office supplies, etc. |

GROUPS CONTINUED ON NEXT PAGE
Display Cost Element Group (cont.)

| SPCAS, SPCAS_PR, SPCAS_NOPR | Groups used on some reports to monitor which-G/L Accounts need the Cost Accounting Standard (CAS) Rebudget forms (G/L Accounts that have expenses and no Plan indicate there is no CAS form on file). SPCAS has two subgroups: SPCAS_PR (for Payroll G/Ls) and SPCAS_NOPR (for non-Payroll G/Ls). |

Note: If needed, use the Drop down button to view and select from a list of all cost element groups. TIP: If the option all nodes is chosen, only the first 500 groups will be displayed. Click on the Restrict Values button, delete 500 from the Restrict display to field, and check the No Restriction box to see all values.

2. Click on the Hierarchy button (F6) to display the Display Cost element group: Structure screen.

From the Display Cost Element Group: Structure screen:

3. Click on the + folder icons to the left of the different cost element groups until individual cost elements are displayed.

Note: Once you’ve expanded the hierarchy to see cost elements, you can double click on a cost element to display the Display Cost Element: Basic screen. There is no additional useful information on this screen, so just use the Back button to return to the hierarchy.

To exit the transaction:

4. Click on the Exit button (Shift+F3) until the initial SAP screen is displayed.
Project Info System: Project Definition Overview List (ZFR1AM)

Via User Menu: Financials → Financial Master Data → Project Info System: Project Definition Overview

Overview of transaction:

- Used to displaying a list of Projects by selected criteria, such as by Responsible Person (Principal Investigator), Organizational Unit (BFR code), Parent (to see subs), Grant Manager, etc.

- Contains no Award amounts, expenses, revenue, or balances; this is just a list of all projects tied to certain master data fields.

- The transaction code listed on the User Menu is S_ALR_87013437 and DOES NOT WORK in the command field. The ZFR1AM code listed above also works and is easier to use.

If prompted:

1. If prompted, enter a 1 in the PS Info Profile field and click Continue button to close the Information dialog box.

To choose a selection screen variant that will automatically select all projects and include Principal Investigator (PI):

2. Click on the Get Variant button (Shift+F5) to display the Find Variant dialog box (shown below).
3. **Delete your User ID** (the default) from the **Created by** field.

4. Enter the value of **PROJECTLIST** in the **Variant** field.
   
   *Note: To choose a different variant, leave the Variant field blank and click on the **Execute** button to see all variants. Double click on a variant name to select.*

5. Click on the **Execute** button to return to the **Project Info System: Project Definitions Initial Screen** (shown below).

6. Once the **PROJECTLIST** variant is selected, note the following:
   
   - Note that the **Dynamic selections** button now has “1 active” listed in the button to indicate that one field is already defaulted with a value from the variant selected.
   - A **range of Project numbers** has defaulted in the **Project** fields (200000 – 3999999).

   *Note: Only Projects with a status of REL (released) and for Company Code 0010 will be included. The range for Sponsored Projects falls between 200000 and 3999999 as of February, 2010. **If needed, adjust the range to end with 3899999 to include only federally sponsored projects.**
To add extra fields to the selection (example, ensuring that the result includes only projects for a certain BFR Code, PI, or Parent Code):

Note: The list generated by using the variant PROJECTLIST will include a column containing the name and Duke Unique ID (DUID) for the Principal Investigator / Responsible Person, regardless of which selection field is used as outlined in this section.

7. Click on the (Dynamic selections) button to display more selection options at the top of the screen.

8. Note the extra selection input fields that are already displayed on the right side of the screen (highlighted in green on left).

Note: There are many fields on the left that may also be selected. The PROJECTLIST variant has defaulted some recommended selection fields for your convenience. Refer to the Advanced Reporting Guide for more on using the Dynamic Selection function.
Project List (cont.)

9. Note the **0010** value defaulted in the **Company Code** field – do not delete this value.

10. Enter the appropriate values in the **extra fields** based on your needs (choose one or more of the next 4 steps/options).

11. **For a list of all Projects linked to a specific BFR code**, enter one of the following in the **BFR Code** field:
   - A specific 10 digit **BFR number** (at the lowest BFR level)
   - **OR** a BFR with a wild card for a higher level / parent BFR code (e.g. 68605*) in the **BFR Code** field

   *Note:* If the **BFR Code field is not displayed**, find the field under the **Spon. Proj. Fields** folder on the left side.

12. **For a list of all Projects linked to a specific Principal Investigator (PI) / Responsible Person**, enter the **Duke Unique ID / DUID** (last digits, not leading zeros) for the PI in the **Person Responsible** field **OR** if not known, use the steps below to search for the DUID for the field:
   - Click in the **Person Responsible** field (first, shorter field) and click on the **Drop Down** button for the field.
   - Unless you have already saved this person to your personal list for this drop-down, the list initially shows the first 500 PI names, so click on the **Restrict Values** button (if your personal list displays, simply click on the desired DUID / name row or click on the Restrict Values button to search).
   - In the longer **Person responsible** field, enter the **last name in upper case and enclosed in asterisks** (e.g. *HAYNES*) and click on the **Continue** button.
   - The assigned number is listed in the first column (any PI with the same last name may appear on the list).
   - To save to your own personal list, click once on the row of the person and use the **Insert in personal list** button.
   - **Double click on the desired name** to choose and populate a number in the field.

   *Note:* If the **Person Responsible field is not displayed**, find it under the **Master Data** folder on the left side.
13. For a list of all Projects linked to a specific Parent, enter the seven digit Parent cost object in the Parent field.

14. For a list of all Projects linked to a specific Grant Manager 1, enter the Duke Unique ID (DUID) of the person assigned as the Grant Manager 1 in that field.

   Note: The Department Administrator of the WBSE assigns the Grant Managers in SAP via Duke@Work. The Grant Manager 2 field is also available under the Spon. Proj. Fields folder on the left – double click on the field on the left to add the field as an input field on the right).

15. Use other input field options as desired (for more, refer to Further Selection Criteria in the Advanced Reporting Guide):

   - The Multiple Selection button is available in all fields to choose more than one BFR Code, Responsible Person, Parent code, etc.
   - To generate a list of projects with a certain Sponsor, the Applicant name or Applicant (number) can be used (located under the Master Data folder). The Drop Down button is available to search and find a number or name if needed (similar to steps in Note on previous page).
   - If other selection fields are needed, click on the arrow to the left of the folders on the left side until you locate the desired field. Once you find the selection you are looking for, double click on it to display that input field to the right as well.

**To execute the report:**

16. Click on the Execute button (F8) to display the Project Info Systems: Project Definitions Overview screen.
17. Review the results which list the projects per the selection criteria, including the total number of projects listed.

18. Drill-down on one WBS Element as needed to view the master data and customer fields contained in the Display Project Work Breakdown Structure (Transaction CJ03) – see first topic in this guide for more on how to navigate the master data.

   Note: Use the Back button to exit the drill-down and return to the report.

19. To vertically scroll through this report, use the following buttons:

   - **First Page (Ctrl+Page up)** to scroll to the top cover page.
   - **Next Page (Page down)** to scroll to the next page.
   - **Previous Page (Page up)** to scroll to the previous page.
   - **Last Page (Ctrl+Page down)** to scroll to the last page.

20. To print the report, use the **Print** button and follow the steps covered later in the Guide (for the extra dialog box, leave the default radio button selected (With selection log) unless otherwise desired).
Project List (cont.)

To export this list to Excel (steps vary slightly from reports):

21. Click on the Export button.
22. In the Export box, click on the Spreadsheet XXL button.
23. In the resulting Information dialog box, click on the Continue button to proceed.
24. In the Export List Object to XXL dialog box, click on the Table radio button and click on the Continue button to proceed.
25. In the next Export List Object to XXL dialog box, ensure the Microsoft Excel radio button is selected and click on the Continue button.

Note: The Excel Display option exports the data and automatically opens the file in Excel. The file will need to be saved in Excel before exiting Excel or returning to SAP. An alternative menu path is: Evaluation → Export → Save to file... and then follow steps 3 -17 in the Export section for of this Guide.
OPTIONAL: To add column fields to the layout of the report, such as the Parent column:

26. Click on the Choose fields… button.

27. In the Select fields window:
   - Note that the columns already displayed in the list are shown under Selected Fields on the left side of the screen.
   - Use the fields listed on the right side to find the column to be added to the report (listed alphabetically by column name).
   - Click once on the box to the left of each column field name to be selected (multiple columns may be selected).
Project List (cont.)

- On the right side of the screen, click once on the box to the left of each column field name to be selected (multiple columns may be selected).

- Click the **Choose** button to add the selected columns to the end of the list.

- Review the columns now added to the left side under *Selected Fields*.

- To move the columns, click on the column field where the column should be inserted after, click on the column to be moved, and click on the **Move** button.

- To remove columns that are already displayed, click on the box to the left of the column (under *Selected Fields*) and use the **Do not choose** button.

28. When all columns are selected on the left side, click on the **Continue** button to complete the process.

29. Review the new columns now displayed for your list and adjust as needed.

**To exit the report when ready:**

30. Click on the **Back** button to exit the report and display the *Exit Information System* dialog box.

31. Click on the **No** button to exit the line item view and return to the *Project Info System: Project Definitions Initial Screen*.

32. Click on the **Exit** button (**Shift+F3**) until the initial SAP screen is displayed.
Project Master Data Information Sheet – Sponsored Research (ZF403)

Via User Menu: Financials → Financial Master Data (or Grant Manager Reporting) → Project Master Data Information Sheet – Sponsored Research

Note: This transaction displays a printer friendly sheet of the master data for the customer defined fields that are displayed in the Project Definition for a project.

On the ZF403: Project Master Data Information Sheet – Sponsored Research screen, enter selection fields per below:

1. To select by project, enter one or more 7 digit WBS Elements (Project numbers) in the Project field.
2. To select all the projects associated with a parent code, enter one or more 7 digit WBS Elements (Project numbers) for the parent code in the Parent field.
3. To select all projects associated with a **primary Principal Investigator (PI)**, enter the Duke Unique ID (DUID) for the PI in the **Person Responsible (PI#1)** field.

   *Note: If needed, use the Drop-down button for this field to search for the DUID for a PI per steps outlined in the previous sections.*

4. To select all projects associated with a **BFR Code (Org. Unit)**, enter the desired **top or lower level BFR code (10 digits)** in the **first BFR Code** field **(DO NOT ENTER A RANGE)**.

5. To select all projects **established on a certain date or within a range of dates** by the Office of Sponsored Programs, enter the date or range of dates in the **Created on date** field.

6. To select all projects **created by a certain User ID**, enter the **SAP User ID** of the person in the Office of Sponsored Programs who created the projects in the **Created by** field.

7. To choose the look or view for the sheet(s), click on the radio button beside one of these options:
   - **Summary Report** = a more summarized report with less fields of information displayed.
   - **Detailed Report** = a more detailed report with more fields of information displayed.

   *Note: Refer to the Display Project & Customer Fields section of this Guide for the description of all the fields shown on the Summary and Detailed Reports.*

8. To execute the sheet(s) when ready, click on the Execute button.
9. Review the fields of information shown for the project or projects selected.  

   Note: The amount of data displayed on the sheet depends on whether you selected the Summary or Detailed view. Refer to the Display Project & Customer Fields section of this Guide for all the field descriptions shown on both views.

10. To scroll through the sheets if more than one project is selected, use these buttons on the toolbar at the top:

- **First Page (Ctrl+Page up)** to scroll to the top cover page.
- **Previous Page (Page up)** to scroll to the previous page.
- **Next Page (Page down)** to scroll to the next page
- **Last Page (Ctrl+Page down)** to scroll to the last page.

11. To print the sheet(s) as needed, refer to the instructions in the Printing a Report section of this Guide.